
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: All Interested Parties

FROM: Training Section, Assessment Division

DATE: December 2010

RE: Level I and II Assessor Appraiser Certification Examinations

The objective of the Level I and Level II examinations is, in accordance with IC 6-1.1-35.5-3, to test individuals on job-related concepts that are representative of the substantial knowledge needed for effective performance as a county or township assessor or assessing official. The examination will test practical applications used in the performance of the duties associated with the office.

The examinations are open to all at no charge. However, in accordance with IC 6-1.1-35.5-7, “a person who is successful on the level one examination may apply for and take the level two examination”, therefore **you must take the examinations in order and the examinations cannot be taken on the same day.**

The examinations are open book, and are based on the course materials and problems worked during the online tutorial or onsite class. You may use any notes, manuals or other relevant materials during the examination. In order to answer some of the questions you will have to work some problems. The examinations will consist of 50 multiple-choice questions of two points each. Passing grade is 70 points.

The proctor for the examination will not answer questions regarding the Level I and II material prior to the start of the examination. Please contact DLGF staff prior to examination day with any questions regarding the course materials at Level1@dlgf.in.gov or Level2@dlgf.in.gov.

The examination will run five (5) consecutive hours from the beginning of the examination at approximately 9:00 am, but will end no later than 3:00 pm local time. You will be asked to provide a photo ID when you arrive. During the examination, there will be no breaks, although you will be allowed to leave the room for rest room breaks or to get a snack or drink.

You **MUST pre-register** using the form below no later than 1 week prior to the examination. You may register for both examinations, but on different dates, on the same registration form. A minimum of five (5) registrations must be received or the examination will be cancelled. Registrants will be notified by email if the examination is cancelled.

Special Accommodations

If you have a physical impairment that will require special accommodations, we ask that you give us advanced notification. Please contact Barry Wood, Director of the Assessment Division, by mail or fax stating your condition and the accommodation you are seeking. You must present medical evidence (such as a doctor's statement) for consideration.

Supplies to Bring With You

For Level I:

Please bring the Level I PowerPoint Workbook that you received at an onsite class or have printed from the online tutorial, problems that you worked during the class or tutorial, Book 1 of the 2002 Real Property Assessment Manual & Guidelines, a calculator, highlighter, notepads, pencils, 12-inch ruler.

For Level II:

Please bring the Level II PowerPoint Workbook that you received at an onsite class or have printed from the online tutorial, problems that you worked during class or tutorial, Book 2 of the 2002 Real Property Assessment Manual & Guidelines, a calculator, highlighter, notepads, pencils, 12-inch ruler.

Directions to Examination Locations

Marshall County Building

112 W Jefferson St, Room 207

Plymouth, IN 46563

(574) 935-8545

Coming from either west or east: Take US 30 to Plymouth, turn South on SR 17 exit (Michigan Street). Go south about 1 mile to Jefferson Street, turn right and the building will be on the right.

Coming from the north or south: Take US 31 to US 30 and go west on US 30 to the Plymouth (SR 17) exit. Once you get off on SR 17, follow the directions above.

Fort Wayne Ivy Tech North Campus

Student Life Center Room SL513

4900 Saint Joe Road

Fort Wayne, IN 46835

260-480-2095

<http://www.ivytech.edu/fortwayne/campuses/north-campus.html>

<http://www.ivytech.edu/fortwayne/campuses/pdfs/IvyTechNE-Coliseum-North.pdf>

<http://www.ivytech.edu/fortwayne/campuses/pdfs/StudentLifeCenter.pdf>

From I-69:

Take exit 112A. Go south on Coldwater Rd. to Coliseum Blvd (Highway 930/SR 30). Turn left (east) onto Coliseum Boulevard, go past the Allen County Memorial Coliseum, and over the St. Joe River. Follow to Crescent Ave. which is at the second stop light past the Memorial Coliseum. Turn left onto Crescent Ave. and follow to St. Joe Rd. Turn left onto St. Joe Rd. and follow to your next light, Dean Dr. Turn right onto Dean Dr., and the North Campus of Ivy Tech Community College-Northeast will be on your left.

From I-469:

Take IN 37, exit 25 toward Fort Wayne. Follow IN 37 (turns into Stellhorn Rd.). At the St. Joe Rd./Stellhorn Rd. intersection, turn right onto St. Joe Rd. and follow to your next light, Dean Dr. Turn right onto Dean Dr., and the North Campus of Ivy Tech Community College-Northeast will be on your left.

Greensburg Ivy Tech

Community Learning Center

422 E Central Avenue

Greensburg, IN 47240

812-663-9493

From I-74 merge South onto IN-3 via Exit 134A toward Greensburg. Turn Left onto N Lincoln St. Turn left onto E Central Ave. Follow to 422 E. Central Ave. located on the left side of the street.

Evansville Ivy Tech

3501 N First Ave
Evansville, IN 47710
812-426-2865

From I – 64 (coming from east of Evansville)

Exit I – 64 onto I – 164 South. Travel approximately 12 miles to the Lloyd Expressway. Head west on the Lloyd approximately 9 miles. You will pass US 41. Take the second exit west of US 41 (the Martin Luther King Blvd/First Avenue exit). Proceed past the three way stop at Martin Luther King Blvd and turn right onto First Avenue. Stay on First Avenue for approximately 4 miles. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy's on the right. Ivy Tech Community College is in the next block.

From I – 64 (coming from west of Evansville)

Exit I – 64 onto US 41 South. Travel approximately 11 miles to the Diamond Avenue exit. Head west on Diamond Avenue for approximately 3.5 miles. At the First Avenue intersection, turn right (north). Stay on First Avenue for approximately .4 mile. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy's on the right. Ivy Tech Community College is in the next block.

From north of Evansville on US 41

Travel south on US 41 approximately 11 miles south of the I – 64 intersection to the Diamond Avenue exit. Head west on Diamond Avenue for approximately 3.5 miles. At the First Avenue intersection, turn right (north). Stay on First Avenue for approximately .4 mile. Proceed through two stoplights PAST the Diamond Avenue intersection. You will pass a Wendy's on the right. Ivy Tech Community College is in the next block.

Indianapolis, Indiana Government Center South Conference Center

302 W Washington St
Indianapolis, IN 46204
317-233-0800

Students must find their own parking. There are many parking garages around the Indiana Government Center with variable costs. You can check these out at the following links:

<http://www.in.gov/idoa/2428.htm> or http://www.indydt.com/parking_results.cfm

PLEASE NOTE: Prepare and allow extra time for entering the Indiana Government Center South Building through the West Washington Street Entrance. Please be aware that to facilitate weapons restrictions at Indiana Government Center (IGC) North and South, as of July 21, 2008, the public must enter IGC buildings through a designated public entrance. The entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police

Level 1 & 2 Exam Schedule

Please check the box for the exam number that is next to the date and location
you would like to attend.

Level #		Date	Facility
1	2		
<input type="checkbox"/>	<input type="checkbox"/>	January 28	Plymouth, Marshall County Bldg Room 207
<input type="checkbox"/>	<input type="checkbox"/>	January 28	Indianapolis, Indiana Gov't Center South Conference Ctr Room 1 & 2
<input type="checkbox"/>	<input type="checkbox"/>	March 25	Evansville, Ivy Tech Main Campus Room 107
<input type="checkbox"/>	<input type="checkbox"/>	March 25	Indianapolis, Indiana Gov't Center South Conference Ctr Room 18
<input type="checkbox"/>	<input type="checkbox"/>	May 27	Fort Wayne, Ivy Tech North Campus Student Life Center Rm SL513
<input type="checkbox"/>	<input type="checkbox"/>	May 27	Indianapolis, Indiana Gov't Center South Conference Ctr Room 18
<input type="checkbox"/>	<input type="checkbox"/>	July 29	Greensburg, Ivy Tech Community Learning Center
<input type="checkbox"/>	<input type="checkbox"/>	July 29	Indianapolis, Indiana Gov't Center South Conference Ctr Room 18
<input type="checkbox"/>	<input type="checkbox"/>	August 26	Indianapolis, Indiana Gov't Center South Conference Ctr Room 18
<input type="checkbox"/>	<input type="checkbox"/>	Sept 30	Fort Wayne, Ivy Tech North Campus Student Life Center Rm SL513
<input type="checkbox"/>	<input type="checkbox"/>	Sept 30	Indianapolis, Indiana Gov't Center South Conference Ctr Room 18
<input type="checkbox"/>	<input type="checkbox"/>	November 18	Evansville, Ivy Tech Main Campus Room 107
<input type="checkbox"/>	<input type="checkbox"/>	November 18	Indianapolis, Indiana Gov't Center South Conference Ctr Room 18

Name: _____

Employer: _____

Your Title: _____ Date of Birth: _____

(Please circle one)

Mailing Address: Home or Business _____

City, State, Zip: _____

County: _____ Township: _____

Phone: (Daytime) _____ (Home) _____ (Cell) _____

E-Mail Address: _____

(Confirmations will only be sent via email, one week prior to exam date)

Please email this form to Donna Bratcher dbratcher@dlgf.in.gov

Or fax: 317-232-8779